



King County  
**Administrative Policies and Procedures**

General Administrative  
Policies & Procedures

Title		Document Code No.
Requisition for Procurement Process: Goods/Equipment/Supplies/ Materials and Nonprofessional Services (excluding janitorial)		CON 7-5 (A-P)
Department/Issuing Agency		Effective Date
Executive Administration/Purchasing Agency		June 1, 1990
Approved		

1.0 SUBJECT TITLE: Requisition for Procurement Process: Goods/Equipment/  
Supplies/Materials and Nonprofessional Services (excluding  
janitorial)

1.1 EFFECTIVE DATE: June 1, 1990

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: Requisition; Specification; Procurement Process;  
Advertising; Procurement

2.0 PURPOSE:

2.1 To establish uniform procedures for the procurement of goods/  
equipment/supplies/materials and nonprofessional services

3.0 ORGANIZATIONS AFFECTED: All departments, offices and agencies of King  
County government.

4.0 REFERENCES:

4.1 King County Charter 920.10.40 -- Office of Property and Purchasing.

4.2 King County Code Chapter 2.96.010 -- Centralized Purchasing Process.

4.3 King County Code Chapter 4.16 -- Bidding Procedures for Public  
Contracts.

4.4 Revised Code of Washington, Chapter 36.32.250 -- Competitive Bids --  
Procedure in Awarding Contracts -- Bid Deposit and Contractor's  
Bond.

5.0 DEFINITIONS:

5.1 "Requisition" means a formal request from a agency requesting for the  
procurement process to begin; includes information relevant to a pro-  
posed purchase (Form 100-1-A)

5.2 "Specification" means a description of the physical attributes and  
performance requirements of the goods/materials/equipment/supplies or  
nonprofessional services to be procured.

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5.3 "Purchase Order" means a standard form issued by the Purchasing Agency authorizing the procurement of goods/supplies/materials/equipment and nonprofessional services from a specified vendor or contractor.

5.4 "Bid Process" means the process by which all materials related to the bid -- dates, description, and specifications -- are made available to prospective bidders and to the public; the submission of such solicitation to the bid board, and the award of the bid to the low responsible bidder.

6.0 POLICIES:

6.1 Procurement of all goods/materials/supplies/equipment and nonprofessional services shall be processed in accordance with RCW 36.32.250 and Chapter 4.16 of the King County Code.

6.2 Recommendation of the low responsible bidder and contract award shall be made by the Purchasing Agency as appropriate for the method of procurement employed.

7.0 PROCEDURES:

Action By:      Action:

Requesting  
Agency

7.1 Initiates the procurement process.

7.1.1 Develops specifications and completes a requisition for required goods/materials/supplies/equipment or nonprofessional services.

7.1.2 Submits requisition to the Purchasing Agency for review and process.

7.1.2.1 For procurements less than \$1,000 (\$500 for capital items) requesting agency may use the direct voucher method of procurement "CON 7-2 (AEP)".

7.1.2.2 For procurements of a special nature - proprietary or emergency - requesting agency must use the procedures described in CON-7 (A-P), waiver of the procurement process.

Purchasing  
Agency

7.1.3 Reviews the requisition for availability of appropriated funds prior to release to buyer for procurement process.

- Purchasing Agency      7.2    Selects the appropriate method to process requisitions based on the dollar value of the order.
- 7.2.1    For purchases involving less than \$1000 including tax, a requisition may be processed and purchase made by telephoning a responsible vendor, soliciting a price quotation and placing the order.
- 7.2.2    For purchases from \$1000 but less than \$3500 including tax, buyers are required to post on the Purchasing Agency's bulletin board for a period of at least three (3) days, contact a minimum of three vendors for price quotations, maintain a record of each quotation and award to the low responsible bidder.
- 7.2.3    For purchases \$3,500 and over including tax, the buyer must prepare a written bid and advertise the bid in accordance with RCW 36.32.250.
- Requesting Agency      7.3    Provides detailed specifications for the required items or services.
- 7.3.1    May be asked to provide representation to a panel of experts convened by the buyer to draw up bid specifications.
- 7.3.2    May recommend vendors/contractors to be included on the bidder's list.
- Purchasing Agency      7.5    Prepares "Interfund Transfer" to voucher the department for bid advertising costs.

#### 8.0 RESPONSIBILITIES:

- 8.1    Department directors are responsible for ensuring that the procurement process is followed according to this administrative procedure.
- 8.1.1    Requesting department shall certify that adequate funds have been appropriated for a proposed procurement.
- 8.2    The Purchasing Agency is responsible for:
- 8.2.1    Providing the services necessary for a centralized procurement process for all King County agencies as set forth in RCW 36.32.240 and 250.
- 8.2.2    Providing a selection of competent, qualified, contractors/bidders/vendors for possible response to the bid process.



- 8.2.3 Checking each requisition for available funds prior to releasing to buyer for action is the responsibility of the budget control clerk.

9.0 APPENDICES:

- 9.1 Requisition Form 100-1-A

## No. 19923

Purchasing Services  
Effective Date June 1, 1990